



PORTERVILLE DEVELOPMENTAL CENTER

JOB OPPORTUNITY BULLETIN

PROGRAM ASSISTANT (DEVELOPMENTAL DISABILITIES-SAFETY)

SALARY RANGE:	\$7,269 - \$8,255
TENURE/TIME BASE:	Limited-Term (12 months)/Full-Time
PROGRAM/DEPARTMENT:	General Treatment Area
FINAL FILING DATE:	December 21, 2017
JOB CONTROL NUMBER:	JC-92630

The General Treatment Area has One, Full-Time/Limited-Term (12 month) position. Program and Unit to be determined.

DESCRIPTION OF DUTIES PROGRAM I: Advises and assists the Director of Program I in the Administration of the Service. Provides consultation and direction to Program I staff on management and operational matters. Acts in the place of the Director in his/her absence. Provides functional supervision of staff in areas assigned by the Director.

DESCRIPTION OF DUTIES PROGRAM V: Advises and assists the Program Director in the Administration of the service. Provides consultation and direction to the Program Staff on management and operational matters. Acts in the place of the Director in his/her absence. Provides functional supervision of staff in areas assigned by the Director.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers) or be list eligible as a result of taking an examination.

HOW TO APPLY: Submit a completed standard state application (STD. 678) by the final filing date. Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application, in the job title section, the type of eligibility they currently possess and which qualifies them to apply at this time. In the "Employment History" section of the application you must list your current employment history by providing the To and From dates with the month, day and year, the hours per week that you worked, which should be a whole number and not a range, the Total Worked (years/months), and the Salary you earned per hour, week, month or year in the Salary Earned Section. You must complete the Duties Performed section on the application. Applications with "see resume" is not acceptable. Application received without all of this information will be considered incomplete and will not be processed. This is a Limited-Term position that may become Permanent. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at www.calhr.ca.gov.

For those utilizing "drop off" to turn in their applications. Applications **MUST** be submitted by 4:30 pm on the Final Filing Date. Applications received under the door after that will be considered late and will not be processed. If you are mailing your application it **MUST** be postmarked on the Final Filing Date. Electronic application are time marked and must be submitted on the Final Filing Date or they will be marked as late in the system.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Porterville Developmental Center
Human Resources Personnel Examination and Recruitment
P.O. Box 2000
Porterville, CA. 93258
26501 Ave. 140
Porterville, CA. 93257
(559)782-2322 or (559)782-2087 (Contact Cecelia Goucher or Amanda Avila for questions specific to the essential functions of the position only).

PORTERVILLE Developmental Center is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.